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Delivery Options ✕

☐ Basic ☐ Advanced OK Cancel

Workflow Administration

Stamp message with a 'Please reply by' date:   
(Places messages in recipients 'To Do' list)

Expiration date after the date it is safe to archive or delete this document)

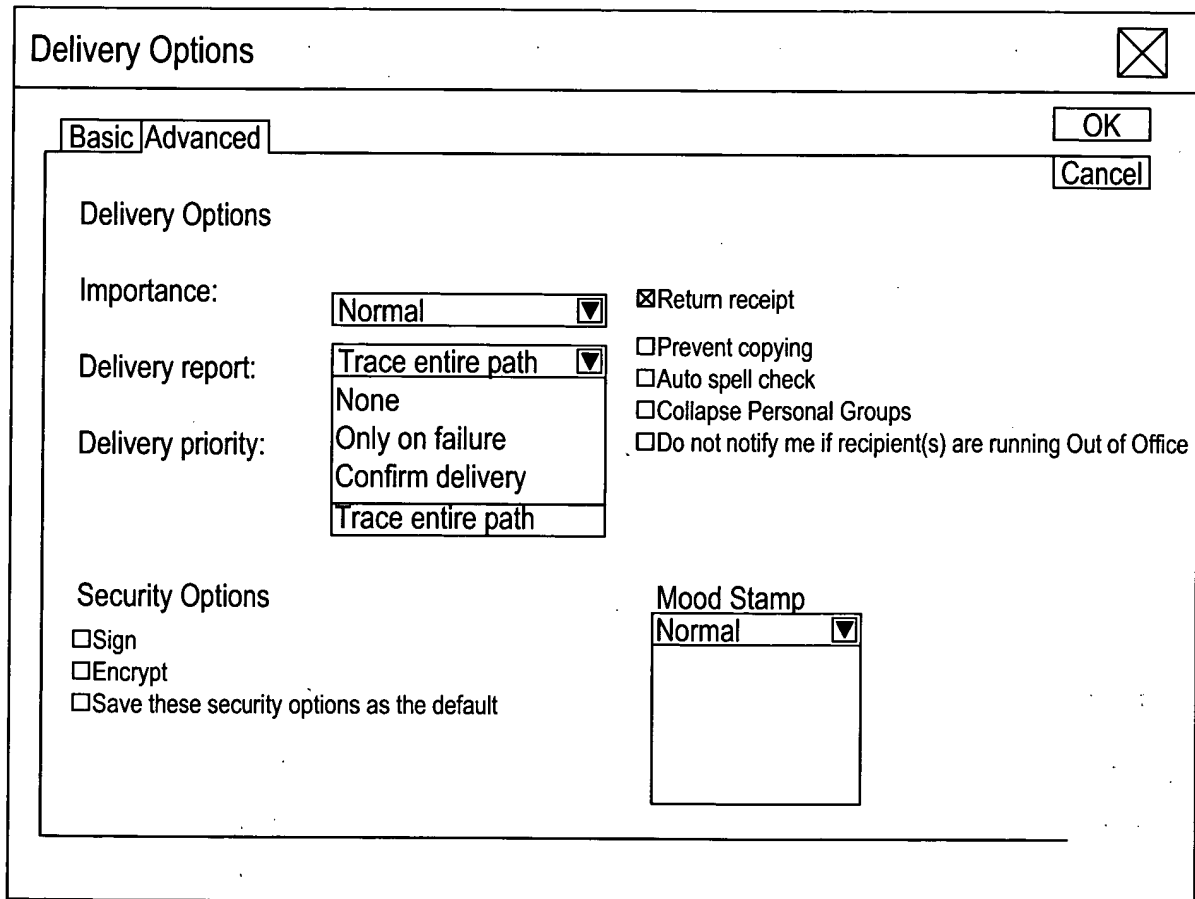
Replies to this memo should be addressed to:  
▼

Internet Message Format

MIME Character Set: ▼

☐ Send this email to other Notes mail user(s) through the Internet

FIG. 1



The image shows a 'Delivery Options' dialog box with a standard Windows-style title bar and a close button (X) in the top right corner. Inside the dialog, there are two tabs: 'Basic' and 'Advanced'. The 'Basic' tab is currently selected. In the top right corner of the dialog, there are 'OK' and 'Cancel' buttons. The main content area is titled 'Delivery Options' and contains several settings:

- Importance:** A dropdown menu currently showing 'Normal'.
- Delivery report:** A dropdown menu currently showing 'Trace entire path'. The dropdown list is open, showing three options: 'None', 'Only on failure', and 'Trace entire path'.
- Delivery priority:** A dropdown menu currently showing 'Trace entire path'. The dropdown list is open, showing three options: 'Only on failure', 'Confirm delivery', and 'Trace entire path'.
- Security Options:** A section containing three checkboxes: 'Sign', 'Encrypt', and 'Save these security options as the default'.
- Mood Stamp:** A dropdown menu currently showing 'Normal'.

On the right side of the dialog, there are several checkboxes for additional options:

- ☒ Return receipt
- ☐ Prevent copying
- ☐ Auto spell check
- ☐ Collapse Personal Groups
- ☐ Do not notify me if recipient(s) are running Out of Office

FIG. 2

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March request for authorization to bill contact: CFTL66K-CPLPM1LJ – Lotus Notes

File Edit View Create Actions Link

W Welcome Replicator Steve Lipton – All Documents ☐ March request for authorization to bill contact: CFTL66K-CPLPM1LJ

1 New Memo 2 Reply 3 Forward 4 Delete 5 Folder 6 Copy into

**Gene Yep**  
03/03/2003 06:23PM  
This document expires on 10/31/2003

To: Steve Lipton/Dallas/IBM@IBMUS  
CC:  
Subject: March request for authorization to bill contact: CFTL66K-CPLPM1LJ

This email was sent by a programmed agent, please do not reply to this note.  
Instead, use the DOCLINK below to respond to this request.

This is the scheduled billing for March  
If you do not respond, a follow-up notice will be sent on: 3/10/2003  
If you defer this billing to a future month initially,  
It can still be billed in the current month if advised by: 3/27/2003

If you have questions, please contact: Gene Yep/ Raleigh/IBM

Principal: B031  
Customer Name: Northrop Grumma  
Work Number: CPLPM  
Contract End Date: 3/31/2003  
Total Billing Amount \$11,750.00

Charge Code	Amount Scheduled	Scheduled Release Date	Invoice Description
2P23	\$11,750.00	3/31/2003	SW INSTALLATION


Click here to open the document -----> 

FIG. 3

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Contract: CFTLVNK – end date is about to expire and all revenue has not been billed. – Lotus Notes

File Edit View Create Actions Link

W Welcome Replicator Steve Lipton – All Documents Contract: CFTLVNK – end date is about to expire and all revenues...

1 New Memo 2 Reply 3 Forward 4 Delete 5 Folder 6 Copy into

**Gene Yep**  
03/03/2003 06:23PM  
This document expires on 10/31/2003

To: Steve Lipton/Dallas/IBM@IBUS  
cc:  
Subject: Contract:CFTLVNK-end date is about to expire and all revenue has not been...

To: Steve Lipton/ Dallas/IBM@IBUS

Please respond to the following open issue:

Contract End Date will expire but not all revenue has been billed. Will work be complete by the End Date

To respond, select the button that matches the response you wish to make.  
When the note is formatted, add your comments and select "SEND".

Work not complete	Work not complete. A customer authorized PCR will be provided to extend the end date of this contract
Work will be complete	Work will be complete. Please close the contract at the end date.
Work has been completed	Work has been completed. Please close – I am aware that the contract value and actual billed amounts are not equal.

The information below defines the contract this issue relates to:

Customer Name: NORTHROP GRUMMA

66unread document(s) remaining

FIG. 4

FollowUp

Please Enter a FollowUP date.

OK

Cancel

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FIG. 5

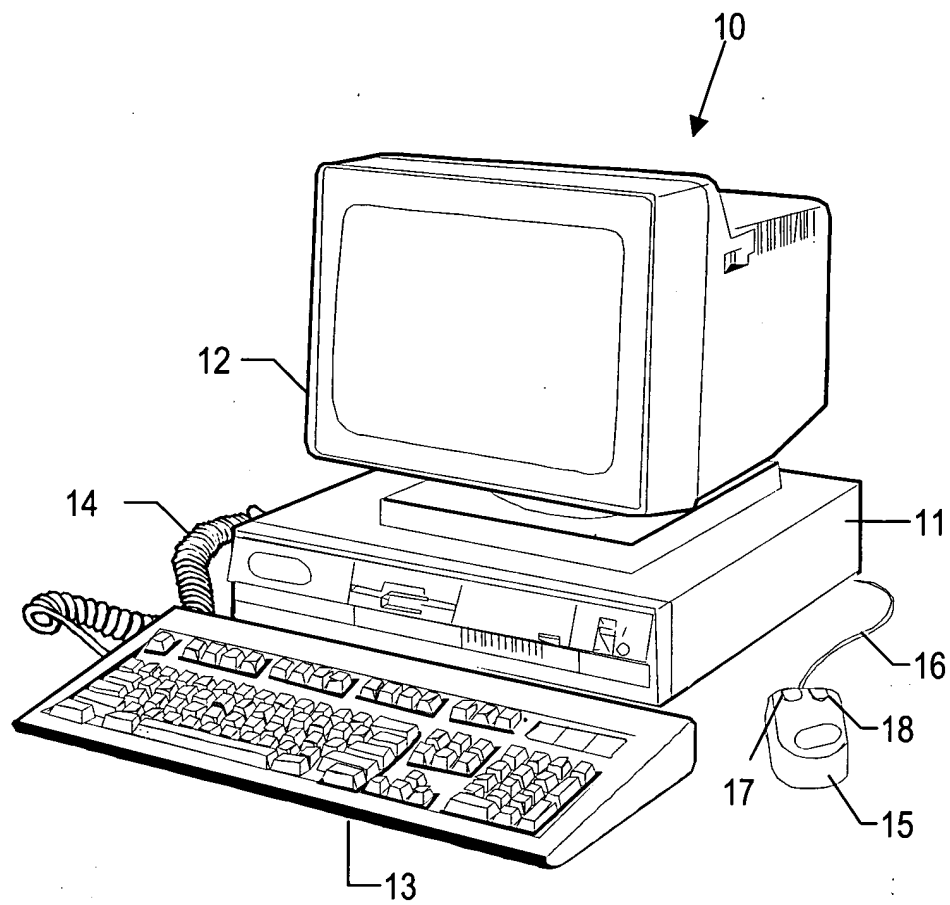


FIG. 6

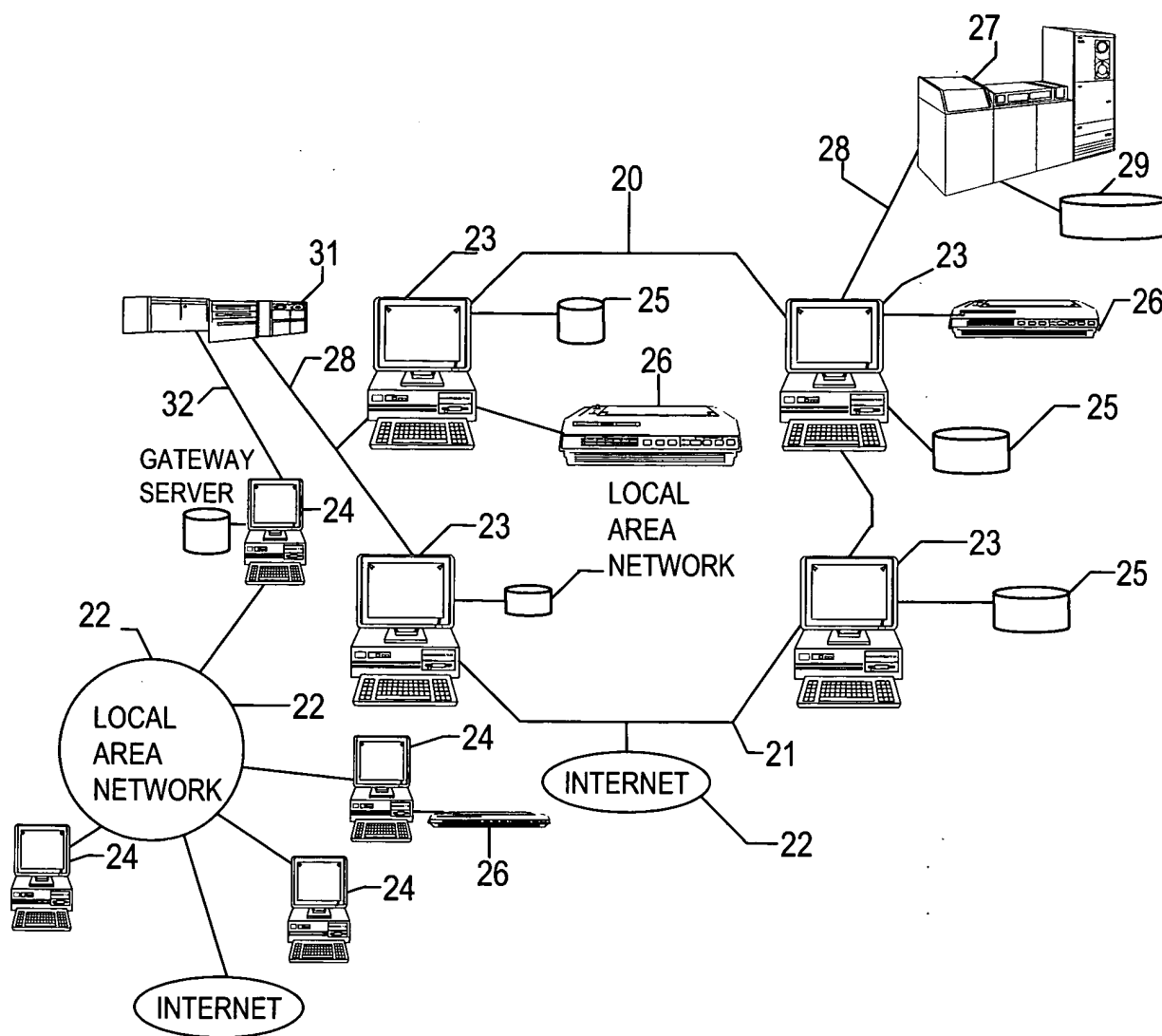


FIG. 7

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The diagram shows an email interface within a rectangular frame. On the left side, there are five labels followed by horizontal lines for input: 'To:', 'Subject:', 'Cc:', 'Bcc:', and 'Attachment:'. Below these is the text 'Action Required'. On the right side, there are five action buttons: 'Send', 'Reply', 'Reply All', 'Delete', and 'Forward'. Each button has a number and a leader line pointing to it: 'Send' (35), 'Reply' (36), 'Reply All' (37), 'Delete' (39), and 'Forward' (38). A number '40' with a leader line points to the left edge of the frame. At the bottom center of the frame, the number '34' is underlined, with three horizontal lines below it.

To: \_\_\_\_\_

Subject: \_\_\_\_\_

Cc: \_\_\_\_\_

Bcc: \_\_\_\_\_

Attachment: \_\_\_\_\_

Action  
Required

34

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Send 35

Reply 36

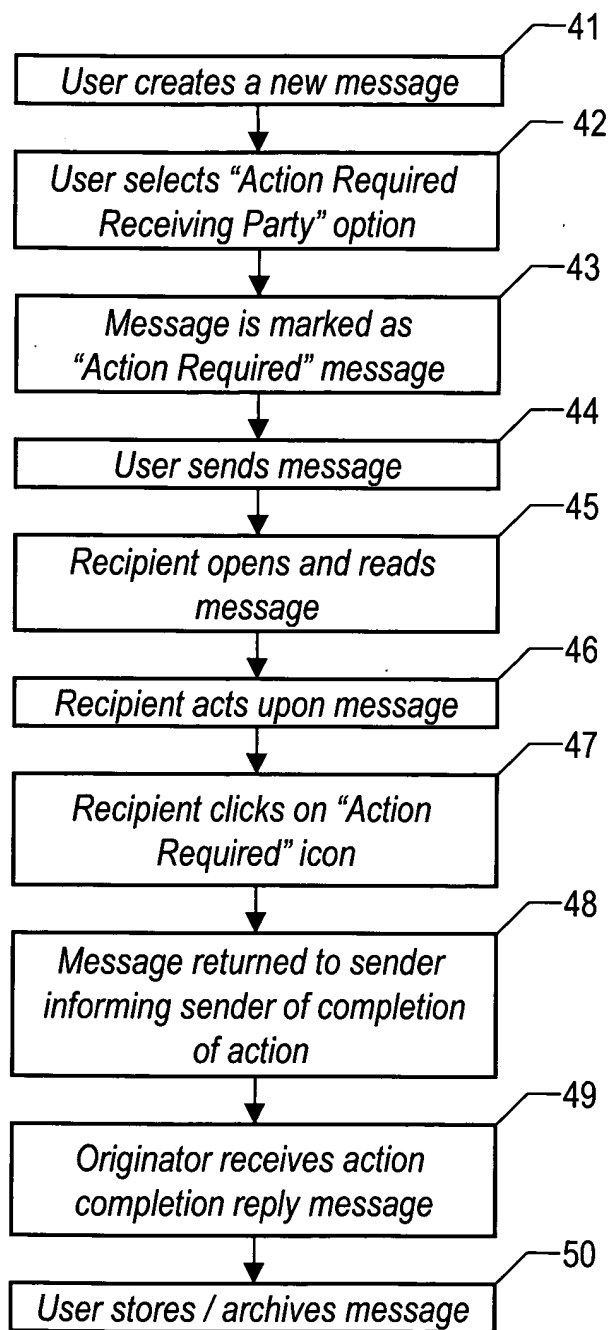
Reply All 37

Delete 39

Forward 38

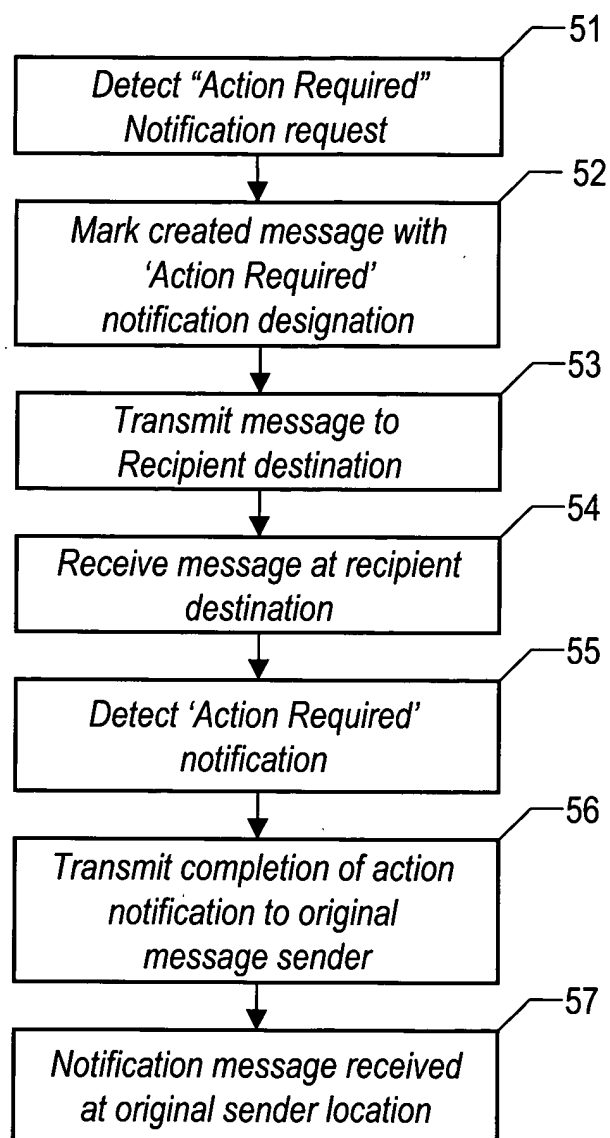
40

**FIG. 8**



**FIG. 9**





**FIG. 10**

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<input type="radio"/> Send <input type="radio"/> Send/File <input type="radio"/> Save Draft <input type="radio"/> Address <input type="radio"/> Delivery Options	
<b>From:</b> John Doe	<b>To:</b> Jane Doe
	<b>cc:</b>
	<b>bcc:</b>
	<b>Subject:</b> Staff Meeting on Friday
<div style="border: 1px solid black; padding: 5px; width: 40px; display: inline-block;"><b>A</b></div>	

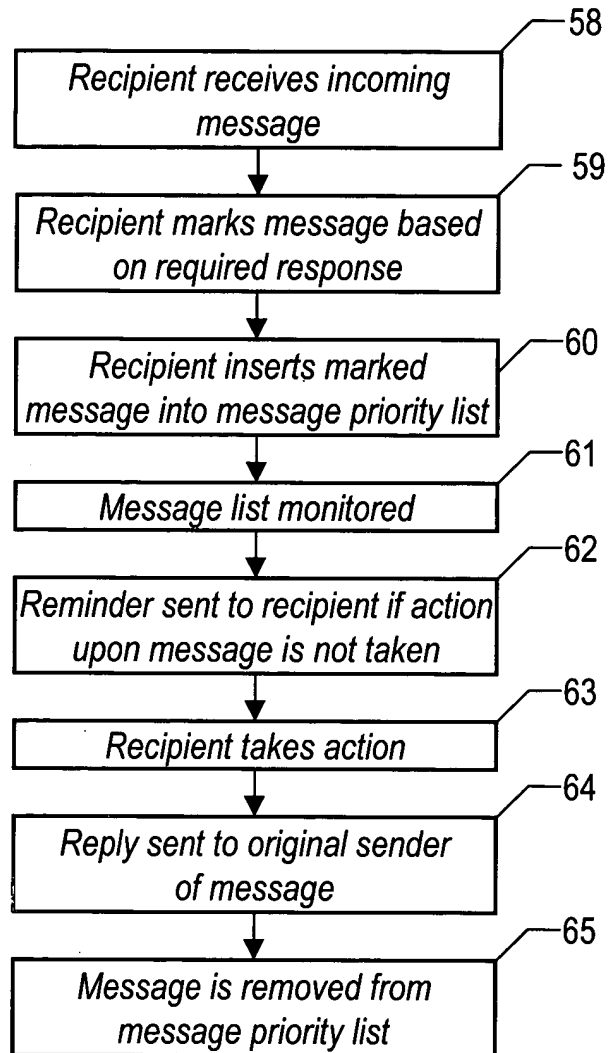
**FIG. 11a**

<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>A</b></div>	<b>From:</b> Jane Doe <b>09/10/2002</b> <b>10:03:06 PM</b> <b>Staff Meeting on Friday</b>
---	---

**FIG. 11b**

<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>A</b></div>	<b>From:</b> Jane Doe <b>09/10/2002</b> <b>10:03:06 PM</b> <b>Staff Meeting on Friday</b>
---	---

**FIG. 11c**



**FIG. 12**

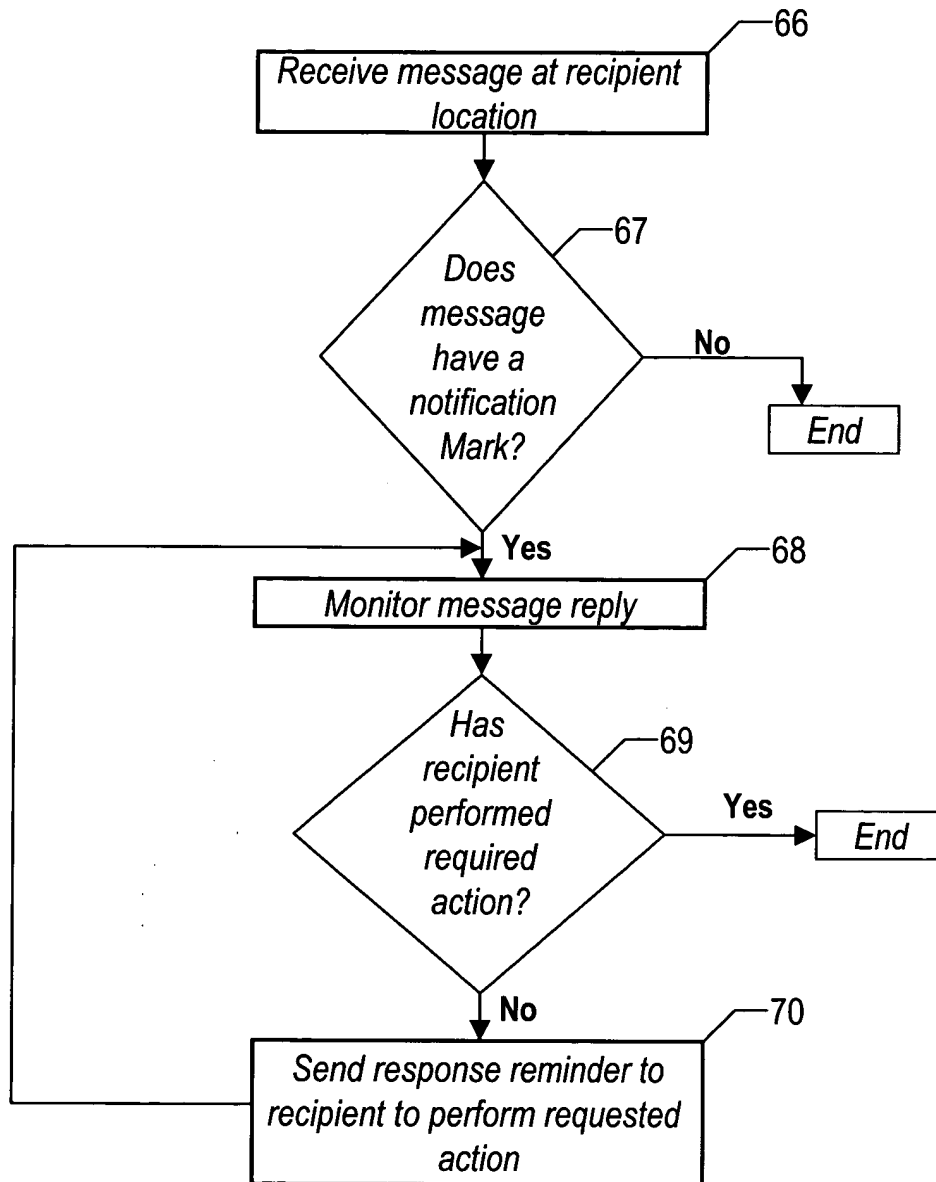


FIG. 13

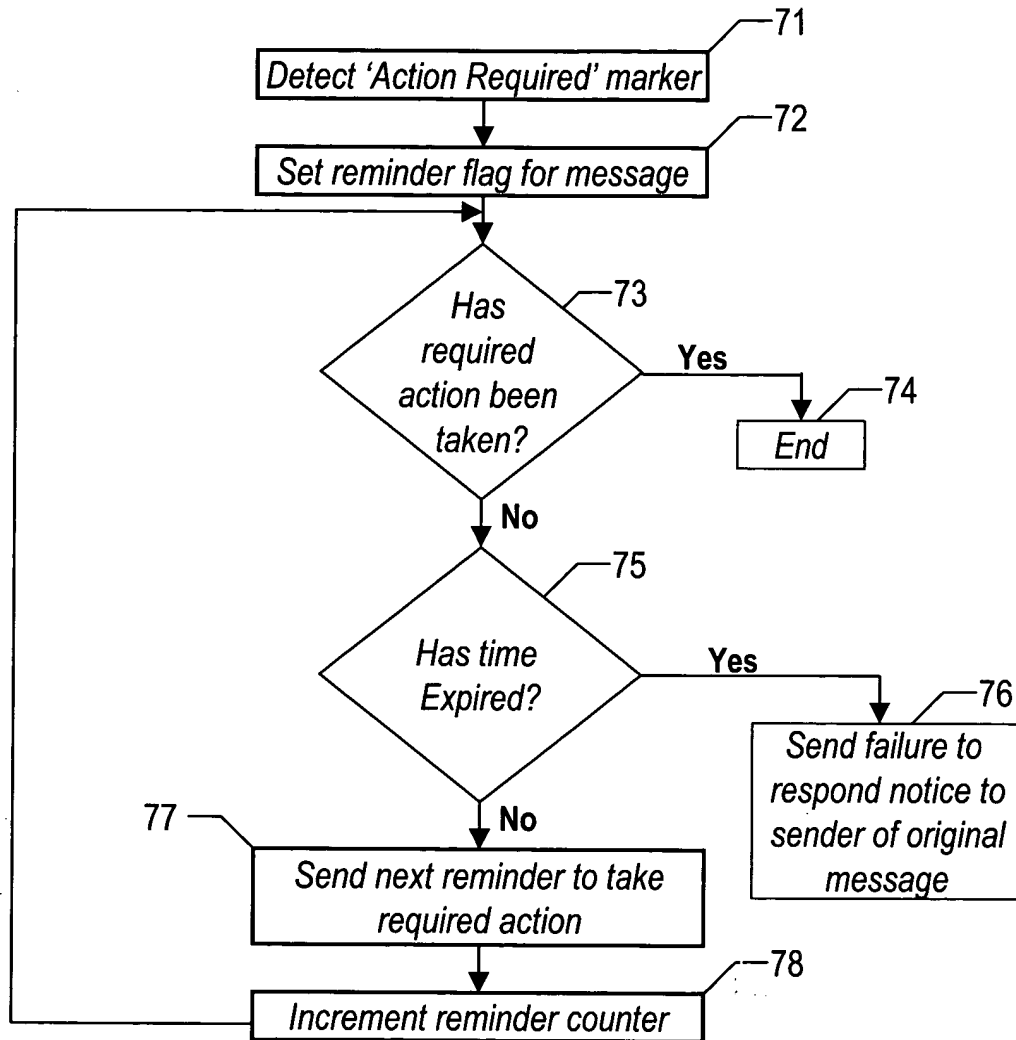


FIG. 14

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<input type="radio"/> Send <input type="radio"/> Send/File <input type="radio"/> Save Draft <input type="radio"/> Address <input type="radio"/> Delivery Options	
<b>From: John Doe</b>	<b>To:</b> Jane Doe
	<b>cc:</b>
	<b>bcc:</b>
	<b>Subject:</b> Staff Meeting on Friday

**FIG. 15**

<input type="radio"/> U	Urgent, Response Required Today
<input type="radio"/> W	Week, Response Required this Week
<input type="radio"/> M	Month, Response Required this Month
<input type="radio"/> I	Information, Read at Leisure

**FIG. 16**

Ⓜ	Jane Doe	09/10/2002	10:03:06 AM	Will you be attending the Staff Meeting on Friday
Ⓤ	John Lee	09/10/2002	11:18:22 AM	Hourly estimated due by close of business tomorrow
Ⓢ	Ted Smith	09/10/2002	12:26:36 PM	Interesting article on New Disk Drives
Ⓜ	Ron Miller	09/10/2002	14:10:55 PM	Business guidelines must be Reviewed this Monday

**FIG. 17**